

Ventilation and Your Home Form Instructions - Manual Version

Customer Information

- Owner:** Enter the home owner's or landlord's first and last name.
- Occupant:** If the occupant is a renter, please enter the renter's first and last name. Leave blank if this is not a rental situation.
- Address:** Enter the address of the building receiving services.
- City:** Enter the city of the building receiving services.
- Building ID:** Enter the Building ID.
- Local Job #:** Enter the local agency job number.

Second Paragraph

- Who Inspected the Home:** Enter your agency name.
- Recommended Rate of Continuous Ventilation:** Enter the number of cubic feet of airflow per minute (CFM) recommended.

System Information Section

Fan Type: Enter the name of the fan type installed in the space provided. Below is a list of commonly installed fan types.

Broan
Energy Recovery Ventilator
Fantech Inline
Heat Recovery Ventilator
Mainstream
Panasonic Whisper Green - S
Panasonic Whisper Wall
ReNew Air
Venmar Rangehood
Whisper Green - 110
Whisper Green w/ Light - 110

Location of Fan: Enter the location where the fan was installed in space provided. Below is a list of common locations fans may be installed.

Basement
Bathroom Ceiling
Bathroom Wall
Crawlspace
Hall Ceiling
Kitchen
Living Area Ceiling

Ventilation Operating Time: Enter the number of minutes the fan is set to run per minute.

Ventilation Rate (Set Speed): Enter the rate of speed in CFM the fan is set to run. (Not the maximum capacity of the fan.)

Directions & Warranty Information

If the agency is providing the owner or occupant with the **Controller Operation Directions, Fan Warranty Information, or Controller Warranty Information**, check the "provided box. If not, check the "not provided" box.

Customer Verification Information

- Who Explained Ventilation System:** Enter your agency name.
- Occupant Signature:** The occupant signs and dates signature line to confirm the form has been reviewed.
- Agency Rep Signature:** The person who explained the form and obtains the customer signature signs and dates the agency representative signature line.

Ventilation Installation Information

- Name of Agency Who Installed Ventilation System:** Enter the company's name responsible for installing ventilation system.
- Agency Contact Information:** Enter the agency name.
- Phone Number of Agency who Installed Ventilation System:** Enter the phone number of your agency.

Your Fan is Set Up to Run: Enter the amount of time the fan is set to run in the space provided. Select one of the three options listed below.

Continuously
Intermittently
Manually

Type of Controller: Enter the type of controller installed in the space provided. Below is a list of commonly used controller types.

Airetrak
Internal Speed Delay
Multi Speed Switch
On/Off Switch

Location of Controller: Enter the location where the controller was installed in the space provided. Below is a list of common locations controllers may be installed.

Basement Ceiling
Bathroom Wall
On Rangehood
Under the Cover Grille of the Fan
Wall Near Exhaust Fan

Location of Service Switch: Enter the location where the service switch was installed in the space provided. Below is a list of common locations a switch may be installed.

In Attic Near the Access
Junction Box, Under Fan Grille
On Wall Next to Controller